

## NEVADA GAMING CONTROL BOARD

### INSTRUCTIONS FOR REGISTERING AS AN INDEPENDENT HOST OR PROMOTER

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An independent host or promoter must register with the Nevada Gaming Control Board (GCB) for each club venue where the person will act as an independent host or promoter. The registration must be renewed every five years. A licensee or club venue operator shall not provide any consideration to an independent host or promoter who must register for services rendered for a club venue until the GCB notifies the licensee or club venue operator in writing that the board has registered the independent host or promoter at the club venue.

**NOTE:** The following instructions *DO NOT* apply to independent host or promoter required by the GCB to file an application for a finding of suitability. If the NGC makes this determination, the independent host or promoter and the licensee and/or club venue operator will be notified in writing (Refer to Regulation 5.345).

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### INDEPENDENT HOST OR PROMOTER DEFINED

Regulation 5.305(3)

Independent Host or Promoter means:

- (1) a person and the employees or contractors of such person, if any, who are not directly employed by a licensee or club venue operator who provide hosting or VIP services for a club venue for any form of consideration and
- (2) Third-party contractors not directly employed by a licensee or club venue operator who arrange for short-term use of a club venue to conduct an event at which there will be an admission fee or cover charge. This subsection does not include third-party contractors retained by licensees or club venue operators to conduct convention, corporate, or charitable events.
  - (a) does not mean:
    - (1) persons and the employees or contractors of such persons, if any, who provide hosting or VIP services but only have contact with the patrons of a club venue through an internet website and
    - (2) Licensed ticket brokers.

### HOSTING OR VIP SERVICES

Regulation 5.305(2)

“Hosting or VIP services” means arranging access to or table service at a club venue, reserving tables at a club venue, or providing patrons to a club venue. This subsection does not include the conduct of convention, corporate, or charitable events at a club venue organized by an employee or contractor of the club venue operator or licensee.

## **NEW REGISTRATION:**

A new registration pertains to:

- Independent host or promoter who have never registered with the GCB.
- Independent host or promoter who have been terminated from all club venues where they were previously registered and desire to return to registered status.
- Companies that offer Hosting or VIP Services pursuant to Regulation 5.305(2), must register all individuals who provide Hosting or VIP Services as an Independent Host or Promoter. Refer to page 3 for instructions.

The following forms and items must be submitted to the licensee or club venue operator for transmittal to the Nevada Gaming Control Board. The board may reject filings made directly by an independent host or promoter.

1. Form 4HP, Personal History Record: To be filed by each individual required to be registered.
2. Form 8HP, Report of Arrangements
3. Form 11HP, Irrevocable Appointment: To be filed by each individual required to be registered.
4. Form 18HP, Request to Release Information: To be filed by each individual required to be registered.
5. Form 28 Fingerprint Receipt for electronic fingerprint submission (live scan) or three standard FBI fingerprint cards for each registrants must be submitted. Due to the FBI's chain of custody requirements, the completed fingerprint cards must be mailed by the certified printing facility directly to the Nevada Gaming Control Board, Attn: Applicant Services, 1919 College Parkway, Carson City, NV 89706.
6. Form 28A, Fingerprint Civil Applicant Waiver. Registrants must submit a completed Form 28A with their registration package. To be filed by each individual required to be registered.
7. Copy of the independent host or promoter agreement with licensee or club venue operator. Please ensure the agreement is properly dated. A registered independent host or promoter may not receive consideration prior to the date of the agreement.
1. Drug test performed by a facility licensed as a medical laboratory in the State of Nevada (if a natural person). GCB will provide instructions after registration application and payment have been received.
8. A check or money order made payable to the Nevada Gaming Control Board. Costs of registration based on the following fee structures:
  - (a) Sole proprietor - \$2,000
  - (b) Entity and one individual - \$4,000 (\$2,000 per entity/individual)
  - (c) Entity, individual, and employee - \$6,000 (\$2,000 per entity/individual)
9. Mail "New" registration packets AND registration fees to:  
Nevada Gaming Control Board, Investigations Division  
Attention: Applicant Services  
PO Box 8003  
Carson City, NV 89702

## **NEW REGISTRATION FOR EMPLOYEES:**

Independent host or promoter companies with owners and employees who provide Hosting or VIP Services pursuant to NGC Regulation 5.305(2), must register as an Independent Host or Promoter. The owner or employee is required to submit the following forms and items to the licensee or club venue operator for transmittal to the Nevada Gaming Control Board. The board may reject filings made directly by an independent host or promoter.

2. Form 4HP, Personal History Record: To be filed by each individual required to be registered.
3. Form 11HP, Irrevocable Appointment: To be filed by each individual required to be registered.
4. Form 18HP, Request to Release Information: To be filed by each individual required to be registered.
5. Form 28 Fingerprint Receipt for electronic fingerprint submission (live scan) *or* three standard FBI fingerprint cards for each registrants must be submitted. Due to the FBI's chain of custody requirements, the completed fingerprint cards must be mailed by the certified printing facility directly to the Nevada Gaming Control Board, Attn: Applicant Services, 1919 College Parkway, Carson City, NV 89706.
6. Form 28A, Fingerprint Civil Applicant Waiver. Registrants must submit a completed Form 28A with their registration package. To be filed by each individual required to be registered.
7. Drug test performed by a facility licensed as a medical laboratory in the State of Nevada (if a natural person). GCB will provide instructions after registration application and payment have been received.
8. A **\$2,000** check or money order made payable to the Nevada Gaming Control Board. Unless, included with company fee payment.
9. Mail "New" registration packets AND registration fees to:  
Nevada Gaming Control Board, Investigations Division  
Attention: Applicant Services  
PO Box 8003  
Carson City, NV 89702

## **RENEWAL REGISTRATION:**

### **A renewal registration pertains to:**

- A **“New Registration”** is valid for five years. The renewal date is determined by the GCB filed date where the independent host or promoter was initially registered.
- The licensee or club venue operator will be notified by the GCB no later than 30 days prior to an independent host’s or promoter’s registration expiration. The licensee or club venue operator is then required to notify the independent host or promoter to file for renewal of the registration before the expiration date.
- Owners and employees who are currently registered as an independent host or promoter must also renew every five years.

The following forms and items must be submitted to the licensee or club venue operator for transmittal to the Nevada Gaming Control Board. The board may reject filings made directly by an independent host or promoter.

1. Form 4HP Renewal, Personal History Record: To be filed by each individual required to be registered.
2. Form 11HP, Irrevocable Appointment: To be filed by each individual required to be registered.
3. Form 18HP, Request to Release Information: To be filed by each individual required to be registered.
4. Form 28 Fingerprint Receipt for electronic fingerprint submission (live scan) *or* three standard FBI fingerprint cards for each registrants must be submitted. Due to the FBI’s chain of custody requirements, the completed fingerprint cards must be mailed by the certified printing facility directly to the Nevada Gaming Control Board, Attn: Applicant Services, 1919 College Parkway, Carson City, NV 89706.
5. Form 28A, Fingerprint Civil Applicant Waiver. Registrants must submit a completed Form 28A with their registration package. To be filed by each individual required to be registered.
6. Copy of the independent host or promoter agreement with licensee or club venue operator (If amended, or original agreement has expired)
10. Drug test performed by a facility licensed as a medical laboratory in the State of Nevada (if a natural person). GCB will provide instructions after registration application and payment have been received.
7. A check or money order made payable to the Nevada Gaming Control Board. Checks for the registration fee cannot be drawn on a foreign bank. Costs of registration based on the following fee structures:
  - (a) Sole proprietor - \$2,000
  - (b) Entity and one individual - \$4,000 (\$2,000 per entity/individual)
  - (c) Entity, individual, and employee - \$6,000 (\$2,000 per entity/individual)
8. Mail “Renewal” registration packets AND registration fees to:  
Nevada Gaming Control Board, Investigations Division  
Attention: Applicant Services  
PO Box 8003  
Carson City, NV 89702

### **ADDITIONAL LOCATION REGISTRATION:**

In the event an active registered independent host or promoter or registered company, chooses to contract with an additional licensee or club venue operator. The independent host or promoter or registered company will need to complete forms for “**Additional Location Registrations**” for all club venues where the independent host or promoter or registered company and employees intend to conduct business. The board may reject filings made directly by an independent host or promoter or registered company. The licensee or club venue operator is required to submit the following completed forms:

Additionally,

1. Form 8HP, Report of Arrangements
2. Copy of the independent host or promoter agreement with licensee or club venue operator.
3. Mail “Additional Location” registration packets to:  
Nevada Gaming Control Board, Investigations Division  
Attention: Independent Host or Promoter Program  
555 E. Washington Ave., Ste. 2600  
Las Vegas, NV 89101

There is no investigative fee for Additional Location Registrations.

### **ADDITIONAL INFORMATION:**

If the GCB does not receive the registration renewal by the expiration date, the registration is deemed expired. The GCB will give written notice of the registration expiration to all affected licensees and club venue operators. If this happens, the independent host or promoter or registered company will be required to file as a “**New Registration**” and all applicable forms are required, in addition to the registration fee.

Additionally, the independent host or promoter or registered company will need to complete forms for “**Additional Location Registrations**” for all properties where the independent host or promoter intends to resume business.

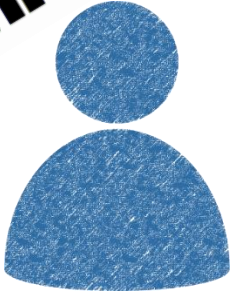
### **FORMS:**

All required forms are available online at [gaming.nv.gov](http://gaming.nv.gov). Click on “**I WANT TO...**” then, “**Find Forms and Applications**” finally, “**Investigations.**” Incomplete or handwritten forms will be returned to the licensee or club venue operator.

Any questions pertaining to registering or renewing as an independent host or promoter should be directed to the Independent Host or Promoter Program staff in the Las Vegas Investigations Division at (702) 486-2260.

# FEE STRUCTURE EXAMPLE

**COMPANY**



Company \$2,000 fee

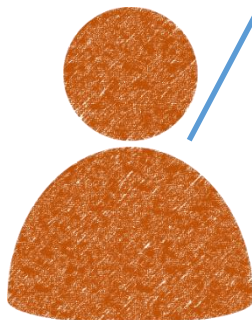
NGC Regulation 5.305(2)  
“Hosting or VIP services” means arranging access to or table service at a club venue, reserving tables at a club venue, or providing patrons to a club venue.

All individuals offering Hosting or VIP Services must register as an Independent Host or Promoter

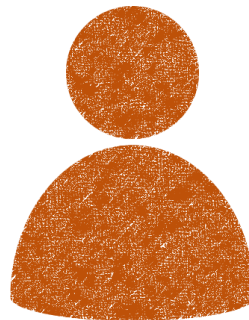
YES

YES

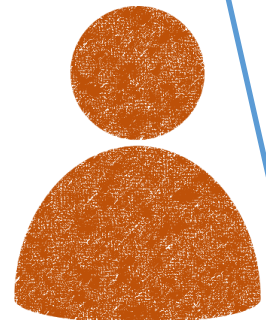
YES



Owner  
\$2,000 fee



Employee 1  
\$2,000 fee



Employee 2  
\$2,000 fee

Due to GCB

\$2,000 +

\$2,000 +

\$2,000 +

\$2,000

**\$8,000 fee**

Registration fee for **each** sole proprietor, corporation, partnership, or other entity, and each individual providing Hosting or VIP Services is \$2,000.